

# **2010 PEM REVISIONS**

# PREVIOUS PEM PROGRAM

Level		Current Offering Type		Professional Contributions	Exercise
	Course	Classroom	Online		
Basic	Introduction to Emergency Management	x		Complete 6 of 12 (your choice) professional contributions	Type: Tabletop  Role: Player, Evaluator, Simulator, Controller, Facilitator, Designer
	Comprehensive Emergency Management Planning	x			
	HSEEP	x			
	Management for Emergency Management	x			
	Damage Assessment	x	In Progress		
	Developing and Managing Volunteers		x		
	FEMA IS 275		x		
Senior	ICS/EOC Interface	x		Complete 4 of 13 (your choice) professional contributions	Type: Functional  Role: Player, Evaluator, Simulator, Controller, Facilitator, Designer
	EOC Management & Operations	x			
	Creative Finance	x			
	Leadership & Influence		x		
	Decision Making/Problem Solving		x		
	Effective Communication		x		
	NIMS Resource Management	x	x		
Master	Basic Public Information Officer	x		Complete 2 of 6 (your choice) professional contributions	Type: Full Scale  Role: Player, Evaluator, Simulator, Controller, Facilitator, Designer
	Flood Fight Operations	x			
	Mass Fatalities Incident Management	x			
	Instructional Presentation Skills	x			
	Debris Management	x	In Progress		
	Legal Issues for Emergency Management	x			
	FEMA EMI course (16hrs)	x			

The PEM program was developed in 2002 in response to the Emergency Management Alliance of Indiana's request for a professional certification for Indiana emergency management personnel. Designed in cooperation with EMAI, the program consisted of three levels of PEM: Basic, Senior, and Master. Initially, nearly two dozen classroom-based courses were required. In response to local EM staff needs, the program was revised in 2007 to reduce the number of classroom-based courses. In addition to coursework, professional contributions and exercise experience were key components of the PEM.

## **PREVIOUS PEM PROGRAM**

### **Problems:**

- ✓ **Too many classroom courses**
  - Expensive (travel, lodging, etc.)
  - Too much time out of office
  - Little variety in other IDHS courses
- ✓ **Unqualified applicants**
  - Applicants with little to no EM experience
  - Out-of-state applicants with no Indiana experience
- ✓ **Exercise experience lacking**
  - Many participants had never been more than a player (little experience designing, evaluating, etc.)

Over the years we realized classroom-based instruction was very time consuming and expensive for both students and IDHS. Classroom-based courses required significant time out of the office for students and because IDHS was focusing on offering PEM courses, we were unable to provide the variety in courses that responders were requesting.

We also had unqualified applicants seeking to obtain the Profession Emergency Manager status. Some applicants had very little or no experience in emergency management. Additionally, exercise experience was often limited to being a player rather than a designer, evaluator, facilitator, or higher level role.

## OVERVIEW OF 2010 PEM PROGRAM

PDS Plus	FEMA Professional Development Series (PDS)	PLUS
	IS 139: Exercise Design	IS-120a: An Introduction to Exercises
	IS 230: Fundamentals of Emergency Management	IS 630: An Introduction to the Public Assistance Process
	IS 235: Emergency Planning	IS 631: Public Assistance Operations Level 1
	IS 240: Leadership and Influence	IS 703: NIMS Resource Management
	IS 241: Decision Making and Problem Solving	IS 775: EOC Management & Operations
	IS 242: Effective Communication	
	IS 244: Developing and Managing Volunteers	

Professional Emergency Manager (PEM)	Course	Offering Type		Professional Contributions	Exercise	Work Experience
		Classroom	Online			
	Legal Issues in Emergency Management	x		Complete 6 of 15 (your choice) professional contributions	Type: Operations-based (drill, functional, or full-scale)  Role: Evaluator, Simulator, Controller, Facilitator, Designer	2 yrs for EMA staff; 5 years for other public safety.
	Homeland Security Exercise & Evaluation Program (HSEEP)	x				
	Comprehensive Emergency Management Planning	x				
	Introduction to Emergency Management	x				
	Damage Assessment	x	pending <sup>1</sup>			
	Debris Management	x	pending <sup>1</sup>			

Certified Emergency Manager (CEM)	Course	Professional Contributions	Exercise	Work Experience
	100 hrs Emergency Management training	Complete 6 of 15 (your choice) professional contributions	Exercise experience or real-life disaster. See CEM guidance.	At least 3 years. See CEM guidance.
	100 hrs general management training			
	Emergency management essay			
	CEM initial certification fees 100% reimbursed by IDHS for 2 EMA staff per county			

The 2010 PEM program has 3 different sections (not to be confused with the 3 levels of PEM in the prior version).

Section 1: PDS Plus

Section 2: PEM

Section 3: CEM

The following slides will discuss each section in greater detail.

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	IS 242: Effective Communication	
	IS 244: Developing and Managing Volunteers	

The “Professional Development Series (PDS) Plus” provides a foundation for the PEM. It allows students to develop a theoretical understanding of emergency management concepts and practices while minimizing travel time. The “PDS Plus” courses can be done via FEMA’s Independent Study website ---> <http://training.fema.gov/IS/crslist.asp> . There are no professional contributions, exercise, or work experience required in the “PDS Plus”. The “PDS Plus” is not a stand-alone program (there is no IDHS certificate for this program, however, students can earn a FEMA PDS certificate).

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	Homeland Security Exercise & Evaluation Program (HSEEP)	x				
	Comprehensive Emergency Management Planning	x				
	Introduction to Emergency Management	x				
	Damage Assessment	x	pending <sup>1</sup>			
	Debris Management	x	pending <sup>1</sup>			

The new PEM program will consist of fewer classroom courses, but it will require emergency management experience to make up for the lack of face-time that would ordinarily be gained in a classroom setting. In addition, exercise experience will no longer include a player role; practitioners must be involved in higher level exercise development.

## WORK EXPERIENCE

<i>Emergency Management Role</i>	<i>Public Safety Roles</i>	<i>Private Sector/Academia Roles</i>
2 Years of Experience	5 Years of Experience	5 Years of Experience
county, state, or federal emergency management agency director, deputy director, staff or volunteer*	law enforcement, fire service emergency medical services, public health	risk management, safety, professor, educator in the emergency management discipline, emergency management consultant

At least 1 year of experience must be Indiana-based. If you serve in one of the following roles you may be eligible to earn a PEM certification.

\*Time spent on volunteer/internship duties may also be counted, but applicants must provide documentation of the total time devoted to disaster/emergency management duties. 4,000 hours of documented time are required (1 yr= 2,000 hrs). You do not need to document time if your full-time job is emergency management-related.

## **2010 PEM PROFESSIONAL CONTRIBUTIONS**

1. Author or co-author an article and publish it in a scientific or emergency services professional publication.
2. Facilitate an After Action Review (AAR) meeting and author a written AAR report of an exercise or actual event. Written report must include identification of shortfalls and strong points, corrective actions, and lessons learned.
3. Conduct a research project on an emergency management or homeland security-related problem that is applicable to Indiana. Research project should include a review of reports, documents, maps, or other articles related to the problem or a similar problem; in-depth analysis to define the problem including origin, cause, or contributing factors to the problem; and a conclusion stating the logical solution or a recommendation for future research.

These contributions are a collection of the PEM Basic, Senior, and Master contributions.



## **2010 PEM PROFESSIONAL CONTRIBUTIONS**

4. Conduct a hazard analysis of your jurisdiction. List the probable hazards or threats. Develop a Risk Assessment to define the likelihood of occurrence. Develop a Vulnerability Analysis to determine how vulnerable your community is to the hazards or threats. Study your jurisdiction's Comprehensive Emergency Management Plan and other plans for addressing those hazards. Address any weaknesses and propose solutions through development of a prevention or protection strategy.
5. Be a FEMA Master Exercise Practitioner through EMI's MEP Program.
6. Be a FEMA Master Trainer through the EMI's Master Trainer Program.
7. Develop a course of at least 6 hours in length pertaining to emergency management or homeland security issues. Course must be compliant with the US DHS Office of Grants and Training guidelines. Guidelines include development of a period of instruction, lesson plans, agenda, instructor guide and student manual, visuals, and a training support package consisting of handouts, exams, answer sheets, and any other materials related to the course.

These contributions are a collection of the PEM Basic, Senior, and Master contributions.

## **2010 PEM PROFESSIONAL CONTRIBUTIONS**

8. Teach (as an adjunct instructor, lecturer, or professor) emergency management course work at a higher education (post-high school) institution. Provide a copy of the course syllabus and date(s) course was conducted.
9. Provide proof of legislative contact related to an improvement of emergency management or homeland security policy or law. Proof may be legislative session minutes, written documentation from a supervisor attesting to your role, or a transcript.
10. Assist in the design or development of standard operating procedures for an agency, department, business, or any public or private entity (hospital, school, disaster shelter, specialty public safety teams, et cetera).
11. Assist in the design or development of a continuity of operations plan for an agency, department, business, or any public or private entity (hospital, school, et cetera).

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## **2010 PEM PROFESSIONAL CONTRIBUTIONS**

12. Be involved in creating or revising a local ordinance or state statute, resolution, proclamation, or executive order related to emergency management, homeland security, public health, or public safety. Examples include NIMS resolution, No Burn ordinances, Debris Management ordinance, and Emergency Management ordinance.
13. Serve in a leadership role for a local, district, or state-level emergency management committee, task force, organization, or advisory board. Examples include Chairperson, Secretary, Treasurer, Vice Chair, Task Force Commander, or Training Officer.
14. Be a current member of the International Association of Emergency Managers, the National Emergency Management Association, or the Indiana Emergency Management Alliance.
15. Be a member of a specialty team such as a tactical team, search and rescue, water rescue, HAZMAT team, et cetera.

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If pursuing a CEM, the PEM program and prerequisites will feed into the CEM. This means CEM candidates will be able to apply PEM courses and contributions directly to the CEM certification process.

IDHS reimbursement for the CEM will be provided for 1 full-time EMA staff, per county, per year for 100% of CEM application and testing fee.

For CEM Guidance: <http://www.iaem.com/certification/generalinfo/intro.htm>.

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When we put all the new PEM requirements together, it looks like this. To receive a PEM certificate, participants must complete the blue and red sections. Remember, the yellow section is optional for those who wish to achieve the highest level of emergency management certification; this certification is recognized worldwide and has become the standard in emergency management professionalism.

# COMMENTS?

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We'd love to hear your thoughts on the new PEM program! Contact Rob Puckett, IDHS Emergency Management Training Program Manager, at [ropuckett@dhs.in.gov](mailto:ropuckett@dhs.in.gov). We are taking comments through February 28<sup>th</sup>, 2010.